



AMERICA'S CUP EVENT AUTHORITY
AMERICASCUP.COM

Request for Proposal Supply of Cleaning Services 35th America's Cup, Bermuda 2017

1.1 Invitation

The America's Cup Event Authority ("ACEA") has issued this Request for Proposal ("RFP") to provide the services described in Appendix A attached (the "Services").

1.2 Background

The America's Cup is the oldest trophy in international sport and the preeminent international sailing competition. Initially a one-on-one competition between teams representing the nations of their respective yacht clubs, the America's Cup has evolved into a multi-team competition featuring the best sailors in the world on the world's fastest and most innovative boats – wing-sailed and foiling AC45 and AC50 catamarans.

The 35th America's Cup begun in 2015 and has carried on through 2016 with the Louis Vuitton America's Cup World Series, raced in venues around the world. This feeds into the main events in 2017, which will narrow the field to just two: the top challenger and the defender, ORACLE TEAM USA, who will then face each other in the 35th America's Cup Match in Bermuda in June of 2017.

The Events will be sailing races with accompanying live entertainment, an interactive sponsor, spectator and fan experience zone called the America's Cup Village, comprehensive hospitality and guest experience offerings (both on-land and on-water) and a world class global television broadcast.

The Events will take place at the Royal Naval Dockyard in Bermuda from 26 May 2017 to 28 June 2017.

1.3 Objective

ACEA is seeking a vendor of record for the Supply of Cleaning Services for the America's Cup Village in Dockyard, Bermuda. Our goal is to obtain fair value for money while aligning ourselves with a service-oriented, socially responsible firm that best matches our principles and priorities while offering competitive pricing for our supply requirements.

The America's Cup Village will have a high end look and feel to reflect the Event's status as a world class sporting event and as such will require a cleaning services to be performed to a high standard.

APPENDIX A DESCRIPTION OF SERVICES AND SUPPLIED ITEMS

1. INTRODUCTION

ACEA has the responsibility of delivering the America's Cup Village ("Village") for the 35th America's Cup in Bermuda in May and June 2017. The America's Cup Village will be made up of a number of temporary facilities including team bases, hospitality facilities, media and broadcast facilities, sponsor activations, food and beverage outlets, entertainment and educational areas including a 'kids zone' as well as public race viewing and seating areas.

2. OBJECTIVE

ACEA is looking to appoint a Cleaning Services Supplier ("Supplier") or Cleaning Services Suppliers ("Suppliers") to clean and service facilities inside and outside of the America's Cup Village for the duration of the Event in May and June 2017.

3. SCOPE OF WORK

The scope of work includes, but is not limited to, the following (the "Work" or "Works"):

3.1. Cleaning and servicing of hospitality facilities

Club AC

Club AC is the America's Cup Tier 1 hospitality facility taking prime position in the America's Cup Village with sweeping views of the racecourse. The structure is a two level facility of consisting of a main hospitality lounge of 400 sqm, a 175 sqm entrance and shopping area, a large outdoor terrace of 400sqm, an upstairs viewing deck of 250 sqm and a private lounge of 100 sqm and a TV studio of 100 sqm. The facility includes a full commercial kitchen of 230 sqm, male and female washrooms and showers. It also includes office space, a guest meeting and change room and a sponsor shop (TBC).

Club AC will operate from 26 May 2017 through to 28 June 2017 (expected end date). It will cater for up to 500 guests (up to 650 guests for AC matches) and will open to guests from 11:00 to approximately 18:00 (with late nights on weekends) for each day the America's Cup Village is open. Lunch will be provided to guests each day along with a full beverage service. Cleaning services will be required from 22 May 2017 when ACEA take over the facility. A deep clean will be required prior to opening on 26 May 2017 and additional cleaning may be required for private functions.

It is expected that the washrooms would be cleaned and serviced throughout the day with floors and floor to ceiling glazing cleaned prior to opening each day. The kitchen will require a daily clean with grease trap emptying as and when required. Rubbish and recycling will also require removal and disposal from both indoor and outdoor areas. The facility will require a full clean each morning before opening and it is expected that two cleaners will be on standby each day to refresh washrooms, clean office and working spaces and perform emergency cleaning where required as well as performing a basic end of day clean.

Longtail Lounge

The Longtail Lounge is the America's Cup Tier 2 hospitality facility catering for up to 500(TBC) patrons per day. Spread across two levels (TBC) the Longtail Lounge will include a viewing terrace of approximately 100 sqm and a lounge area of approximately 400 sqm on the ground level along with a reception area and offices. The second level will include a lounge area of approximately 200 sqm, a private lounge of 100 sqm and a viewing deck of 200 sqm. The facility will include a full commercial kitchen and male and female washrooms.

The Longtail Lounge will operate from 26 May 2017 through to 28 June 2017 (expected end date). It will open from 11:00 to 18:00 (with late nights on weekends and/or for private functions) on each day the America's Cup Village is open. A buffet style lunch will be served to guests daily and full bar service provided.

It is expected that the washrooms would be cleaned and serviced throughout the day with floors and glazing cleaned prior to opening each day. The kitchen will require a daily clean with grease trap emptying as and when required. Rubbish and recycling will also need removal and disposal. The facility will require a full clean each morning before opening and it is expected that two cleaners will be on standby each day to refresh washrooms, clean office and working spaces and perform emergency cleaning where required as well as performing a basic end of day clean.

3.2 Cleaning and servicing of office facilities and work areas

Media Centre

The America's Cup Media Centre will at its peak (during AC matches) host up to 200-220 international media and 50-70 photographers. The facility will include a reception and small lounge area, an office, 2 small meeting rooms and up to 250-270 workstations. The Media Centre will also include a small area for refreshments as well as male and female washrooms.

The Media Centre will open to international media from 22 May 2017 and require daily cleaning including flooring, workstations, external glazing and washrooms as well as the removal of rubbish and recycling. Washrooms to be serviced twice per day.

A separate Press Conference Centre will be constructed alongside the Media Centre. This will be a 200 sqm facility requiring a daily clean consisting mostly of floors and external floor to ceiling glazing.

Broadcast Centre

The America's Cup Broadcast Centre will be located in the Broadcast Compound on Pender Road adjacent to the Prison Officers Recreation Club. The Broadcast Centre will be a temporary facility of approximately 500 sqm divided into a number of offices and work spaces. The Broadcast Compound will include male and female washrooms.

The Broadcast Centre will require daily cleaning including flooring and washrooms as well as the removal of rubbish and recycling.

It is anticipated that the Broadcast Centre will become operational on or around 15 May 2017.

Prince Alfred Terrace

Prince Alfred Terrace consists of 13 units in total which will be occupied by the America's Cup Event Authority and the ACBDA as a control centre, event clinic, office space and/or accommodation. Each unit consists of 3 bedrooms and living area as well as 3-4 bathrooms.

All units will require daily cleaning including floors, workstations and bathrooms as well as the removal of rubbish and recycling.

It is expected that cleaning of Prince Alfred Terrace will commence on or around 01 May 2017.

Prison Officers Recreation Club

The Prison Officers Recreation Club (PORC) is located on Pender Road and will be used for the America's Cup Volunteer Centre.

The Volunteer Centre will require daily cleaning including flooring, washrooms and the removal of rubbish and recycling.

The Volunteer Centre will be operational from 01 May 2017.

Sail Loft Building (TBC)

The Sail Loft Building located to the rear of the Clock Tower Mall in Dockyard will be utilized as an event briefing room and a base for the Red Bull Youth America's Cup teams.

ACEA Site Offices

A small number of site offices will be included in the America's Cup Village. These will require daily cleaning including removal of all waste and recycling, clean of floors and workstations.

3.3 Cleaning of Retail and Food & Beverage areas

The America's Cup Retail Store will be a 600 sqm facility in the America's Cup Village. The store will require daily cleaning including all displays, counters, flooring and external glazing. Rubbish and recycling will require removal and disposal.

The America's Cup Food and Beverage areas will consist of 4-5 food vendors and a public bar. These areas will require daily front of house cleaning including counters and service areas as well as back of house areas including the removal of waste and recycling and grease trap emptying as and when required.

The Retail and Food & Beverage areas will open on 26 May 2017 until the end of racing (earliest finish being Sunday 25 May 2017).

3.4 Cleaning and servicing of public areas

The America's Cup Village is approximately 9 acres of which half is public space. It is expected that over 10,000 people will walk through the Village on peak days. As such a litter pick is required constantly throughout the days of operation to ensure the Village is kept clean and tidy at all times. Waste and recycling bins provided throughout the Village should be cleared throughout the day with all waste and recycling removed to a back of house holding area.

After hours once the Village has closed to the public it is expected that a deep clean would be conducted including hydrocleaning as and when required.

3.5 Cleaning and servicing during America's Cup Village build

The America's Cup Village build will commence in February 2017 with construction of temporary facilities on Cross Island. A limited cleaning service will be required during this time to remove general waste and building waste from Cross Island as well as potential cleaning and servicing of washrooms.

4. INFORMATION TO BE PROVIDED IN RESPONSE

- Responses to include company size and number of permanent and casual employees.
- Responses to include detailed itemised budgets and/or hourly rates and description of services provided.
- Responses to include costs for consumables.
- Responses to include examples of previous or current clients and scope of work performed.

5. ADDITIONAL INFORMATION

- It is expected that the Supplier or Suppliers would provide their own cleaning products and equipment. Cleaning products to be approved by ACEA.

- The Supplier or Suppliers should provide all consumables for servicing of washrooms. ACEA will provide storage for consumables and equipment as required.
- Refer to attachments for additional information regarding the America's Cup Event Village and America's Cup Event Schedule. Service hours for the America's Cup Village are from AC Village close through to 10:00 (TBC) the following morning prior to AC Village opening.
- Cleaning of some facilities will be required earlier than proposed in this RFP due to facilities being tested prior to the Event.

5.1. ATTACHMENTS

1. America's Cup Event Village Masterplan (Confidential Information)
2. America's Cup Event Calendar

For additional information or queries in relation to this RFP please contact:

Brett Kennerley
 Head of Venue Development and Operations
 America's Cup Event Authority
brett.kennerley@americascup.com

6. RFP SCHEDULE AND KEY DATES

Dec 2016 – RFP open
 Jan 30, 2017 – RFP responses submitted to ACEA
 Feb 2017 – Final scope of work and budget agreed
 Feb 2017 – Successful supplier appointed
 Mar 2017 – Terms agreed and contracted
 19 May 2017 – Event Village build to be complete
 22 May 2017 – First day of practice racing

26 May 2017 – Event Village Official Opening
 28 June 2017 – Event Village closes*
 29 June 2017 – Event Village pack-out commences**

*Earliest finish date could be Sunday 25 June if one competitor wins 7 races consecutively

**Anticipated pack-out commencement based on 28 June close

7. RFP SUBMISSION

Please indicate in your response if you are only responding in part to this RFP.

Deadline for responses: **Monday 30 January 2017**

Please submit responses via email to:

Brett Kennerley
 Head of Venue Development and Operations
 America's Cup Event Authority
brett.kennerley@americascup.com

LEGAL TERMS

In responding to this RFP, each Respondent accepts and agrees to be bound by and to comply with the terms of this RFP generally, including (without limitation) the terms and conditions set out below (which apply in each case equally to all Respondents).

Definitions

Unless otherwise defined herein, capitalised words contained in this RFP have the meanings given to them below.

"35th America's Cup"	Means the Louis Vuitton America's Cup World Series, the Louis Vuitton America's Cup Qualifiers, the Louis Vuitton America's Cup Challenger Playoffs and the 35th America's Cup Match presented by Louis Vuitton, as well as any other events announced by ACEA as part of the 35th America's Cup.
"Confidential Information"	Means any information, however conveyed or presented, that relates to the business, affairs, operations, customers, processes, budgets, pricing policies, product information, strategies, developments, trade secrets, know-how, personnel and suppliers of ACEA and its group companies, including all information contained in or relating to this RFP, and any other information clearly designated as being confidential to ACEA (whether or not it is marked "confidential"), or which ought reasonably be considered to be confidential.
"Event"	Means the 35th America's Cup.
"Event Village"	Means the America's Cup Event Village in Dockyard, Bermuda.
"Respondent"	Means any party that is considering whether or not to respond or which responds to this RFP.
"Response"	Means all documents and information submitted or presented by a Respondent supporting its bid to provide the Services to ACEA.
"Services"	Means those services and deliverables referenced in this RFP.
"Teams"	Means those yacht clubs and their representative sailing teams that participate in the whole or part of the 35th America's Cup from time to time.

Terms and Conditions

1. ACEA reserves the right, at any time and in its absolute discretion, to accept or reject Responses (or to permit any Respondent to resubmit its Response in the event that such Response fails to meet any or all of the desired criteria or requirements), to pursue negotiations with any number of Respondents, to withdraw from negotiations with any Respondent at any time and to suspend, discontinue, modify, amend and/or terminate this RFP and/or the RFP process at any time. Respondents acknowledge that ACEA may decide to organise the Services on its own or without appointing any third party, or through a third party not selected pursuant to this RFP.
2. Nothing in this RFP or in any communication made by ACEA or its officers, employees, representatives, agents and/or advisers in relation to this RFP shall constitute an offer of a contract or a binding contract between ACEA and any Respondent.

3. ACEA has taken reasonable care to ensure that this RFP is accurate in all material respects. This RFP is provided by way of broad overview explanation of the Services required by ACEA and ACEA nor any of its officers, employees, representatives, agents and/or advisers makes any representation or warranty or accepts any responsibility for the accuracy or completeness of the information contained in this RFP or in any subsequent correspondence by ACEA in relation to this RFP, nor shall they be liable for any loss or damage suffered by any Respondent or any other third party in reliance on this RFP or any subsequent communication with ACEA in relation to this RFP.
4. Without prejudice to paragraph 3 above, this RFP does not contain any representation upon which any Respondent or other recipient may be entitled to rely at any point in time in order to bring any claim, action or proceedings against ACEA and/or its associated entities and/or any of their respective officers, employees, representatives, agents and/or advisers (whether for misrepresentation or otherwise). This RFP is incapable of creating any liability for ACEA and/or its associated entities and each Respondent hereby irrevocably and unconditionally waives any and all rights it may have, now or at any time in the future, to bring any claim in any court of competent jurisdiction in relation to the appointment or manner of appointment of any Respondent, the selection procedure or otherwise in relation to this RFP process.
5. Each Respondent represents, warrants and undertakes to ACEA that any and all information contained in its Response and/or submitted in connection with its Response, and any and all representations made by or on its behalf to ACEA, during the course of the RFP process shall not be false, inaccurate or misleading in any respect. ACEA is and shall be fully able to rely on the accuracy and authenticity of any and all information contained in any Response and/or submitted in connection with any Response in assessing any Respondent's ability to perform and deliver the Services.
6. Each Respondent agrees to keep confidential at all times, whether during or after the RFP process, all Confidential Information and to take all necessary steps to preserve the strict confidentiality of such Confidential Information, including (without limitation) by disclosing relevant material to its officers, employees, representative, agents and/or advisers only on a strictly "need to know" basis and only for the purpose of this RFP process.
7. No Respondent is entitled to make any announcement relating directly or indirectly to this RFP or its Response.
8. Each Respondent is responsible for any and all costs, expenses and liabilities incurred (directly or indirectly) by or on its behalf in the preparation and submission of its Response and/or any negotiations with ACEA following receipt by ACEA of its Response. Under no circumstances will ACEA and/or its associated entities and/or any of their respective officers, employees, representatives, agents or advisers be responsible for any costs of any Respondent associated in any way with this RFP process.
9. Each Respondent acknowledges that any and all intellectual property rights of the 35th America's Cup and/or of ACEA (including, without limitation, to the name, marks, logos and trophies for the 35th America's Cup) remain, as between the Respondent and ACEA, the exclusive property of ACEA. Furthermore, any materials provided by ACEA to any Respondent shall belong exclusively to ACEA. No Respondent shall claim ownership over any rights including (without limitation) intellectual property rights, in relation to the ideas, concepts, material or any other rights contained in this RFP.
10. In consideration of ACEA receiving and reviewing its Response, each Respondent confirms and warrants that it has read, understood and accepted the terms and conditions set out in this RFP, which take precedence over any provisions contained in any other communications between the Respondent and ACEA.
11. No terms seeking to restrict in any way the discretion of ACEA in considering a Respondent for provision of the whole or any part of the Services will be accepted.

12. This RFP and all related documentation shall be governed by and interpreted in accordance with laws of Bermuda and any dispute arising from or in relation to the same shall be subject to the exclusive jurisdiction of the Bermuda courts.